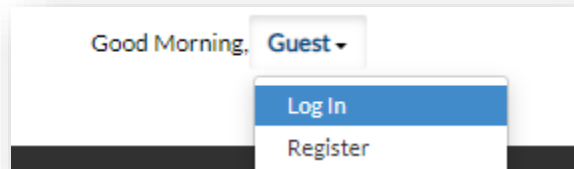


Adding Additional Contacts

And managing contacts



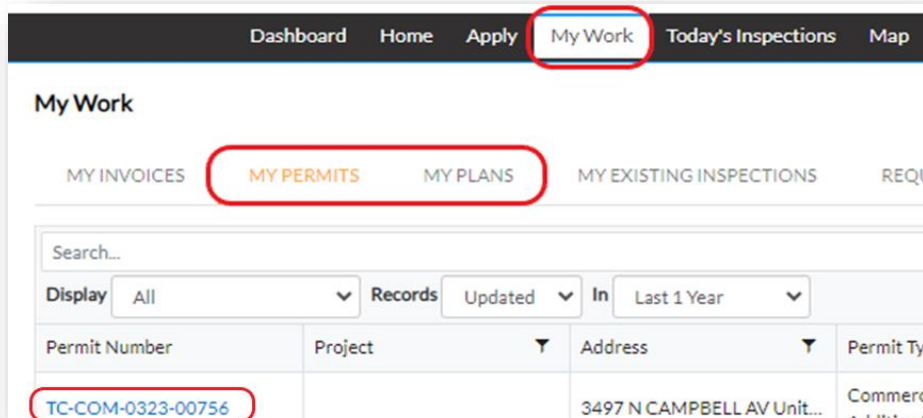
1. Go to [TDC Online](#), for best results use a Google Chrome browser.
2. **Register** or **Log In**, using your email address.



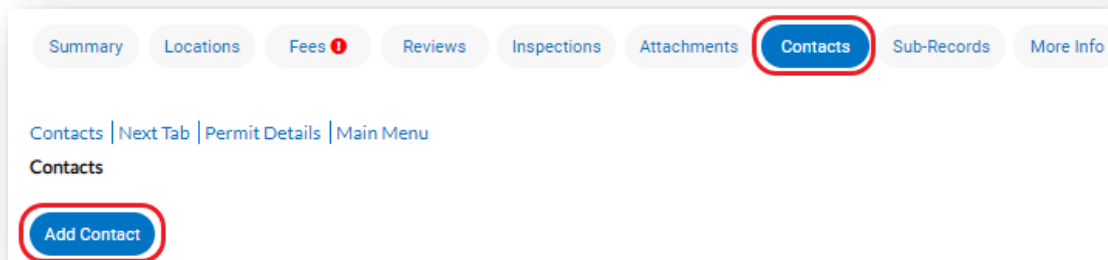
Add a Contact to a Single Permit or Plan

Contacts must have a TDC account to be added to a permit or plan.

1. Click the **"My Work"** tab or use the search bar to locate the permit or plan.
2. Click the **blue permit or plan number hyperlink** to go to the details screen.



3. From the application details screen click on the **"Contacts"** tab and **"Add Contact"**.



You may also remove an existing contact from this screen.

Search for a TDC Online User

4. Select the **contact type** from the drop down and search for the contact. Click **“Add”**.

← Back to Record

Add Contact

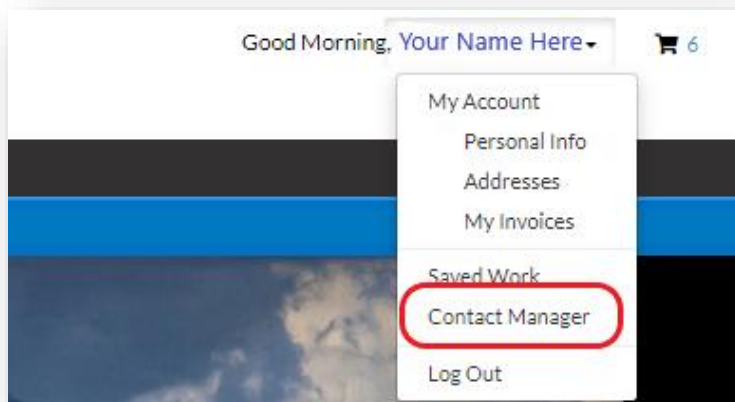
Add Contact As Applicant

Search My Favorites

Search Name, E-mail, or Company

Adding a Contact to Your TDC Online Account (multiple applications)

1. Log in to your TDC Online account.
2. From the top right menu select the drop down for **“Contact Manager”**.



3. Click the **“Associates”** tab or the **“My Associations”**.
4. Search for the contact. Click **“Add”**.

Contact Manager

MY FAVORITES ASSOCIATES MY ASSOCIATIONS

Associates

Here you are able to add associates, also known as sub contacts, to your account. Associates will mirror your access to cases, including the ability to toggle on/off visibility on the Dashboard, My Work, and your access to specific case details and actions.

Add Contact

Search: Name, E-mail, or Company Exact Match Search

If your account was set up as a “Company” you will have an additional tab for “Associates”. Associates will mirror your access on TDC and be able to view all of your work. If you are not setup as a “Company” and do not have the “Associates” tab please contact PDSD staff to update your profile with your company name.

View an Associate’s Records

5. From the “Dashboard” or the “My Work” tab, **toggle the associate’s records on or off.**

The screenshot shows the TDC-Online web application interface. At the top, a navigation bar contains several tabs: 'Dashboard', 'Home', 'Apply', 'My Work', 'Today's Inspections', 'Map', 'Report', 'Pay Invoices', 'Search', and 'Calendar'. The 'My Work' tab is selected and highlighted with a red box. Below the navigation bar, the 'My Work' section is displayed. On the right side of this section, there is a toggle switch labeled 'Include My Association's Records', which is currently turned off. Below this, there is a search bar and a table of records. The table has columns for 'Plan Number', 'Project', 'Address', 'Plan Type', 'Status', and 'State'. The 'Project' and 'Address' columns have dropdown arrows. The 'Status' column also has a dropdown arrow. The 'Plan Number' column is the primary key. The table is currently empty. Below the table, there is a 'Display' dropdown menu set to 'All', a 'Records' dropdown menu set to 'Updated', and an 'In' dropdown menu set to 'Last 1 Year'. There is also an 'Export to Excel' button.